

DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURES		
Reference: 02-05	Effective Date: July 31, 1997 Revision Date: July 7, 2003	Page 1 of 3
SUBJECT: COMPENSATION		
RATIONALE: The Utah Code Annotated 67-19 and the State of Utah Human Resource Management Rules R477-6 allow agencies discretion in determining pay for new hires and adjusting the pay of staff due to promotion, reclassification and other adjustments. The purpose of this document is to articulate the policy of the Department of Human Services regarding these matters.		

Definitions

Administrative Salary Decrease: A salary decrease of one or more salary steps based on non-disciplinary administrative reasons determined by the Executive Director.

Administrative Salary Increase: A salary increase of one or more pay steps based on special circumstances determined by the Executive Director.

Agency: Any department, division, institution, office, commission, board, committee, or other entity of state government.

D.I.O.: Refers to division, institution, and office. Division director refers to the director of one of the following within the Department: Aging and Adult Services, Child and Family Services, Services for People with Disabilities, Substance Abuse and Mental Health, or Youth Corrections. The term "office director" refers to the director of one of the following offices within the Department: Administrative Support, Administrative Hearings, Fiscal Operations, Human Resources, Technology, Licensing, Public Guardian, Recovery Services, Services Review, or the Executive Director. Institution refers to the Utah State Developmental Center or the Utah State Hospital.

Executive Director: The Executive Director of the Department of Human Services.

Promotion: A management initiated action moving an employee from a position in one job to a position in another job having a higher maximum salary step.

Reassignment: A management initiated action moving an employee from his current job or position to a job or position of an equal salary range for administrative, corrective action or other reasons not included in the definition of demotion, transfer, or reclassification. Management may also move an employee to a job or position with a lower salary range with employee written consent, when permitted by applicable Federal or State law, including, but not limited to the Americans With Disabilities Act. A reassignment may be to one of the following:

- (a) a different job or position;
- (b) a different organizational unit;
- (c) a different work location; or
- (d) a different agency.

Reclassification: A DHRM or an approved contract agency reallocation of a single position or multiple positions from one job to another job to reflect management initiated changes in duties and responsibilities as determined by a classification study.

Transfer: An employee initiated movement of an employee from one job or position to another job or position for which the employee qualifies in response to a recruitment. A transfer may be to one or more of the following:

- (a) a job or position with the same salary range;
- (b) a job or position with a lower salary range;
- (c) a different work location;
- (d) a different organizational unit; or
- (e) a different agency.

Underfill: DHRM authorization for an agency to fill a position at a lower salary range within the same job series.

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I. Policy: Appointment

- A. All appointments shall be placed on a salary step in the Department of Human Resource Management (DHRM) approved salary range for the job.
- B. Hiring officials shall receive approval from the Office of Human Resources prior to making offers of appointment beyond the first step through mid-point of the approved salary range.
- C. Hiring officials shall receive approval from the Executive Director prior to making an appointment for starting salaries above the mid-point of an approved salary range and for any reemployment of an individual who has retired from the Utah Retirement System consistent with DHS Policy 02-16.

Procedure

The hiring official contacts the assigned Human Resource Analyst in the Office of Human Resources with the appointee's name, recommended pay rate, and justification to hire beyond the first step through mid-point of the range. For salary offers beyond mid-point, OHR will forward the request to the Executive Director's office.

The justification shall ensure that the requested pay rate will not compromise pay equity and fairness. Equity for pay purposes is defined as the same standard of fairness consistently applied across individuals within the same job classification.

II. Policy: Promotion and Reclassification

Employees who are promoted or reclassified shall be compensated consistent with Human Resource Management Rule R477-6-4 (3).

Procedure:

The HR Technician assigned to the requesting agency completes a salary action in HRE for the promotion or reclassification.

III. Policy: Administrative Salary Increase (ASI)

The Executive Director approves ASIs for special conditions, performance, and error corrections. ASIs shall only be granted when the requesting agency has sufficient funding within their annual base budgets. ASIs shall not be granted to correct inequities caused by an agency knowingly hiring an employee at a pay rate not in line with the pay of current employees in the same job and performing the same job tasks.

Procedure:

The requesting agency completes the attached DHS/OHR Request for Administrative Salary Increase (ASI). If approved by the Executive Director, the HR Technician assigned to the agency enters the action in HRE.

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IV. Policy: Administrative Salary Decrease (ASD)

The Executive Director approves administrative salary decreases for **non-disciplinary** reasons according to the following:

- A. Employees shall receive a one or more step decrease not to exceed the minimum of their salary range.
- B. Justification for an administrative salary decrease shall be in writing detailing special conditions, problems, error corrections, or other unique situations or considerations in the agency.

The Executive Director or designee will answer any challenge or grievance resulting from an ASD.

Procedure:

The requesting agency completes the DHS/OHR Request for an Administrative Salary Decrease (ASD). If approved by the Executive Director, the HR Technician assigned to the agency shall complete a salary action for an ASD Executive Director approval in HRE.

V. Policy: Reassignment/Transfer

Employees who are reassigned or who transfer to a job or position with a salary range equal or lower than their current range shall retain their current salary. The employee shall be placed on the corresponding longevity step in the new salary range if their salary exceeds the maximum of the new salary range.

Procedure:

Employees who are reassigned to a lower salary range shall be asked to sign the State of Utah Department of Human Services Agreement and Waiver of Appeal Rights. Employees who transfer to a position with a lower salary range shall not be asked to sign the Agreement and Waiver of Appeal Rights.

Robin Arnold-Williams

Date: 07-07-03

Robin Arnold-Williams, Executive Director
Department of Human Services

DEPARTMENT OF HUMAN SERVICES
OFFICE OF HUMAN RESOURCES
REQUEST FOR ADMINISTRATIVE SALARY DECREASE (ASD)

Requesting Agency: _____

Request for ASD of _____ Steps for _____
(PRINT EMPLOYEE'S NAME) (EIN NUMBER)

Employee Information:

Current Job Title: _____

Job Title Salary Step Range: _____ Rate: _____

Employee's Current Step: _____ Rate: _____

JUSTIFICATION FOR ASD: (Please check all applicable items)

- ☐ Special Agency Condition (Please attach justification statement)
☐ Other Issues (Please attach justification statement)
☐ Error Corrections (Please attach justification statement)

Requestor Signature: _____ Date: _____

D/I/O

☐ I agree with this request and understand that should this ASD be approved, it is in compliance with State of Utah Human Resource Management Rules R477-6.

☐ I do not agree with the requested ASD and return to the requestor.

Signature of Division, Institution, Office Director (**May not be delegated**) Date

Recommendation of OHR:

OHR Date Stamp _____

HR Manager Date

Approve ☐ Deny ☐ Modify ☐

OHR Director Date

EXECUTIVE DIRECTOR DECISION:

Approve ☐ Deny ☐ Modify ☐

Executive Director Date

Procedure for ASD requests:

1. The requestor completes and signs the top half of the form. All requested information must be provided. A detailed justification statement must be attached detailing the reason(s) for the ASD requests.

Reason	Information needed
<ul style="list-style-type: none">• Special Agency Condition/Issue	What is the condition or problem and how will the ASD resolve the issue.
<ul style="list-style-type: none">• Error Correction	Detail what error occurred and how the ASD will correct the problem.

2. Requestor signs and dates on designated line.
3. D.I.O. Director reviews justification, appropriateness of request and potential salary equity impact. D.I.O. Director marks appropriate box, signs and dates, and forwards to Human Resource Director, if approved, or returns to requestor if not approved.
4. The Human Resource Director, reviews and recommends approval, modification, or denial to Executive Director.
5. Decision of the Executive Director is made accordingly, and returned to OHR for processing.

DEPARTMENT OF HUMAN SERVICES
OFFICE OF HUMAN RESOURCES
REQUEST FOR ADMINISTRATIVE SALARY INCREASE (ASI)

Requesting Agency: _____

Request for ASI of _____ Steps for _____
(PRINT EMPLOYEE'S NAME) (EIN NUMBER)

Employee Information:

Current Job Title: _____
Job Title Salary Step Range: _____ Rate: _____
Employee's Current Step: _____ Rate: _____

JUSTIFICATION FOR ASI: (Please check all applicable items)

- ☐ Special Agency Condition (Please attach justification statement)
☐ Performance (Please attach justification statement)
☐ Error Correction (Please attach justification statement)

Requestor Signature: _____ Date: _____

Budget Officer Signature: _____ Date: _____

D/I/O

- ☐ I agree with this request and understand that should this ASI be approved, it will not create an inequity in my D/I/O.
☐ I do not agree with the requested ASI and return to the requestor.

Signature of Division, Institution, Office Director (**May not be delegated**) Date

Recommendation of OHR:

OHR Date Stamp _____

HR Manager Date

Approve ☐ Deny ☐ Modify ☐

OHR Director Date

EXECUTIVE DIRECTOR DECISION:

Approve ☐ Deny ☐ Modify ☐

Executive Director Date

*** I have read the procedures on the back of the form.**

ASI-7-03

Procedure for ASI requests:

1. The requestor completes and signs the top half of the form. All requested information must be provided. A detailed justification statement must be attached detailing the reason(s) for the ASI requests.

Reason	Information needed
<ul style="list-style-type: none">• Special Agency Condition	What is the condition or problem and how will the ASI resolve the issue.
<ul style="list-style-type: none">• Performance	What is the performance issue?
<ul style="list-style-type: none">• Error Correction	Detail what error occurred and how the ASI will correct the problem.
2.	Requestor signs and dates on designated line. The agency budget officer's signature insures that the agency has sufficient funding in their base budget.
3.	D.I.O. Director reviews justification, appropriateness of request and potential salary equity impact. D.I.O. Director marks appropriate box, signs and dates, and forwards to Human Resource Director, if approved, or returns to requestor if not approved.
4.	Human Resource Director reviews and recommends approval, modification, or denial to the Executive Director.
5.	Decision of the Executive Director is made accordingly, and returned to OHR for processing.